

# THE BEACONview



*"BEACON is about providing employees with new tools and information to better manage their work, their personal information and their careers."*

— State Controller  
Robert L. Powell

## DO YOU HAVE A QUESTION ABOUT BEACON?

Answers to frequently asked questions can be found on the BEACON Web site at [www.beacon.nc.gov](http://www.beacon.nc.gov) or you can e-mail your question to [beacon@ncosc.net](mailto:beacon@ncosc.net).

## This Issue's FAQ

### Will there still be a pilot phase of the project?

*While it is not officially called a pilot, agencies will test the new system during the Realization Phase of the project. As part of this testing strategy, we will simulate the payroll cycle three times from October through December 2007.*

STATE OF NORTH CAROLINA Office of the STATE CONTROLLER

## BEACON HR/PAYROLL PROJECT SCOPE FINALIZED

North Carolina's efforts to modernize and standardize its key business processes took a positive step forward in October when the BEACON HR/Payroll project's steering committee finalized the scope for the State's new business software solution.

Following is an overview of the HR/Payroll functions that the new system will be built around as the project moves into the realization phase early next year:

### Personnel Administration

Within Personnel Administration, capabilities include the creation of a combined repository for employee master data maintenance and reporting, a standardized process for employee life-cycle events (i.e. new hire, separation, employee transfer), a unique employee identifier, and a streamlined process for validating HR/payroll data elements.

### Organizational Management

The Organizational Management function provides organizational diagrams that aid in creating

reports and identifying security issues, assists in maintaining consistency in state positions and supports internal workflow processes.

### Time Management

The Time Management function of the system will feature Cross Application Timesheets (CATS) for bi-weekly, monthly and DOT payrolls; positive and negative time capture capability; and the ability to interface with agency-specific time capture systems.

### Benefits Administration

The Benefits Administration function offers centralized maintenance of statewide benefit plans, including the State Health Plan, NC Flex, retirement savings and others. Annual employee enrollment and event processing for employee lifecycle events will also be supported through the Benefits Administration function.

### Payroll

The new Payroll function will create a single centralized payroll

service and allow for monthly and bi-weekly pay cycles and retroactive payroll accounting.

### SAP Portal


Through the SAP Portal, employees across the State will be able to update personal data, including banking information, addresses, and number of dependents. They will also be able to view and print electronic W-2 forms and payroll remittances. Their managers will have the added capability of being able to view key employee information as well.

### Finance/Controls

The organizational setup function within Finance/Controls will allow for integration with the existing NCAS system and offer support for future SAP financials implementation.

### Reporting

Standard SAP reports and Business Intelligence will be used to support statewide reporting requirements. Ad hoc reporting and use of Crystal reports provide additional reporting capabilities. Integration with SAP and legacy systems, as well as with third party tools such as Microsoft Excel and Word will also be featured.

Additional functions not included in the initial rollout of the BEACON HR/Payroll Project, which will be added at a later date include: Training & Events Management and E-recruitment. Other functions, such as: Personnel Development, Personnel Cost Planning, Compensation Management, and Employee Health and Safety may be added at a later date. 

## Deployment Group I Agencies (January 2008)

The following agencies are scheduled to go-live with the BEACON HR/Payroll Project in January 2008:

- Department of Administration/Lt. Governor's Office
- Department of Correction
- Department of Revenue
- Department of Transportation
- Governor's Office /Office of State Budget & Management
- Information Technology Services
- Office of State Controller
- Office of State Personnel

*\* All other agencies are scheduled to go-live April 2008.*

# Agency Experts Provide Valuable Feedback During BEACON HR/Payroll Wave 2 Design Sessions

What will the new HR/Payroll system do for North Carolina's human resources employees after it goes live in 2008? In October, agency Subject Matter Experts (SMEs) got a preview during the project's final wave of design sessions.

BEACON HR/Payroll Project Team members met with the SMEs in design sessions focused on the project's five main functional areas: payroll, benefits, time management, organizational management and personnel administration.

Approximately 154 employees from 31 different agencies attended the sessions.

"Wave 2 was an opportunity for agency employees to get confirmation that the BEACON team heard what they said in Wave 1 and are addressing the issues," said BEACON Functional Team Lead Anita Ward. "They were able to learn more about how the SAP system will meet our State's business needs."

The Wave 1 design sessions provided agency representatives with detailed information about the current ("As Is") processes, while Wave 2 sought to validate future ("To Be") business processes.


Feedback from the Wave 2 design sessions will contribute to the conclusion of the design phase of the project and provide BEACON HR/Payroll Project Team members with the final elements needed to move into the realization (building) phase.

Reaction among agency representatives was positive throughout the sessions. In the time management session, Ward said participants were excited to see that the system will eliminate manual calculation of time and leave balances.

Benefits participants were excited that they would be able to see which benefits people were enrolled in online.

The system's ability to track periods of short term and long term disability, worker's compensation and military leaves was appreciated by participants in the personnel administration sessions. In addition, session participants liked the fact the system will track dates and remind them when a particular status is about to end (such as a probationary period). Another plus is that the system will automatically calculate longevity payments through the time evaluation process.

Finally, in the payroll sessions, participants were pleased to learn the system will handle retroactive pay calculations.

Additional details will be provided as the project moves into the "realization" phase beginning early next year. The BEACON HR/Payroll team thanks all design session participants from both waves for their valuable contributions to this important initiative for the State of North Carolina. 

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Julie New leads a recent blueprinting session on personnel.